

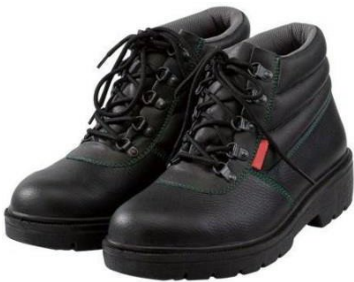
## Minimum requirements for the use of Personal Protective Equipment (PPE)

### Background Information

In general, reducing risks in industrial processes can be done in three ways: 1) technical measures 2) procedures and work instructions 3) personal protective equipment (PPE). From 1<sup>st</sup> January 2023, the following PPE is required in every Ammega facility **as an absolute minimum**. Site specific guidelines should be in place and training should be given to all employees involved annually. Additionally, signage at the workplace should be present to meet the requirements.

### Safety Shoes

Safety shoes with steel toe caps are **always mandatory for all employees at the production floor**. Warning signs should clearly indicate where safety shoes are mandatory. For visitors' spare sets of shoes or steel toes must be provided and issued at time of safety briefing.



Safety shoes



Steel toes



Warning sign

There are no exceptions to the requirement for appropriate PPE for all when visiting the production areas at all sites.

### Ear Protection

In areas where the noise level is above 80dB (A) ear protection should be made available for all employees and visitors. These can be either disposable earplugs, personalized ear protection or industrial earmuffs. Above 85dB (A) ear protection is mandatory. In such areas, employees who are exposed to this noise regularly need to have personalized protection or earmuffs. Warning signs should clearly indicate the area. **(Note – if the local legislation prescribes lower threshold, individual sites must comply.)**



Disposable earplugs



Personalized Earplugs



Industrial Earmuffs



Warning sign

## Minimum requirements for the use of Personal Protective Equipment (PPE)

### Safety Glasses

During all grinding, skiving, drilling operations, safety glasses with side shields are required to be worn. Regular glasses are NOT suitable to perform such tasks unless they are prescribed safety glasses by an approved optician. For people that normally wear spectacles, safety over specs is available. Warning signs should clearly indicate the areas where safety glasses are mandatory. **Safety glasses MUST always be available on the employee's person in production areas.** Safety glasses are recommended to be worn by all employees on the shop floor. **Visitors must always wear safety glasses in production areas.**



*Standard safety glasses with side shields*



*Safety over specs*



*Warning sign*

### Dusk Masks

Machines or processes that generate dust or fumes should have a proper exhaust system fitted. The exhaust system of such equipment should be inspected on a regular basis. Machines that are used on an infrequent basis with no exhaust system, the use of dusk masks is required. Areas where dusk masks are mandatory should clearly be indicated by warning signs.



*Disposable dust mask*



*Warning sign*

## Minimum requirements for the use of Personal Protective Equipment (PPE)

### Gloves

Many processes cutting is required. On Ammega Infonet, a comprehensive procedure describes the cutting process and all its associated aspects; which knives are adequate, the use of guarded straight edges etc. In some instances, guarded straight edges cannot be used. In this case the use of Kevlar gloves are required.

In processes were physical contact with chemicals cannot be avoided (e.g. gluing) adequate gloves are required. For most chemicals, neoprene gloves are required. For lighter chemicals, normal working gloves might be sufficient. The instructions of the packing of the chemicals with respect to skin contact should be followed.

**Safety gloves MUST be available at all times on the employee's person in production areas.**



*Kevlar gloves for cutting*



*Neoprene gloves for chemicals*



*Regular work gloves*

### Fall Protection

Most countries have strict regulations with respect to working on height. These regulations should be followed in all cases.

As absolute minimum safety harnesses are required for all work performed above 2.0m.



## Minimum requirements for the use of Personal Protective Equipment (PPE)

### Hard Hat Protection

Most countries have strict regulations with respect to wearing hard hats in areas where objects may fall from overhead. These regulations should be followed in all cases.

**Wearing hard hats** will be compulsory for all employees when they are exposed to the potential of falling objects. The hard hat and high visibility jacket will be worn when employees work or enter **defined high storage areas** of the operations. Any visitors entering the defined area must also adhere to the requirements of the policy.

The **use of bump caps** should be used in **areas of limited height** such as maintenance personnel working on machinery and areas of limited height. **Bump caps cannot be substituted as hard hats** in defined high storage areas.



### Work Clothing Requirements

Most countries have a policy in place to provide suitable work clothing to all employees. When working in the production area, long pants are always required to provide protection against the hazards associated with the area.

Short pants below the knee are allowable during times of high temperature and at the discretion of the local Managing Director.

### Jewelry Requirements in the Workplace

Jewelry such as rings, watches, necklaces, bracelets etc. may not be worn in production areas, warehouse, or workshops.

Visible earrings or piercings exceeding 15mm, must be removed or taped so they don't pose a risk.

The above rules apply to all people.

Visitors on guided tours or employees passing through the departments are exempt.

Employees who work at rotating machines must also ensure that long hair and beards are properly put up or that they use a hairnet so that hair doesn't get caught in the rotating parts of a machine.

Contact the Global HSE Director for further information.